

If you would like to submit a formal Freedom of Information Act (FOIA) request for Office of Inspector General (OIG) records, the following information should be included in your request:

- Mailing address and contact information
- Indicate what records you are seeking, please be as detailed as possible
- In order to protect your privacy, as well as the privacy of others, you will need to provide either a notarized statement or a statement signed under penalty of perjury stating that you are the person that you say you are. If you are signing under penalty of perjury, your request must be dated and must have your signature with the following statement:

"I [declare, certify, verify, or state] under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct."

This information should be signed, dated and ***mailed*** to the FOIA office at:

U.S. Department of State
Office of Inspector General
Office of General Counsel
Washington, DC 20520-0308
ATTN: FOIA Officer